



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

**PART TIME (20 HOURS)**

Posting Number

**LIBRARIAN I (Juvenile)**

Department

**PN# 103091**

Division

Library Department

Section

Central Services

Reporting Location

Children's Room\*

Workdays & Hours

500 McKinney\*

Rotating Schedule\*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides reference service and information to customers in person, by phone, and by electronic means, specializing in service to children. Furnishes information on library services, activities, facilities, and policies. Instruct customers in use of the library's catalog. Internet, CD-ROM databases and online resources. Assists with collection development and management. Prepares and presents programs for children. Prepares user guides. Participates in special programs and projects. Performs other duties essential to efficient operation of the library. Hours flexible; will include some evening and weekend (Saturday and Sunday) work.

**WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to input/access information. Position requires stooping, bending, and light lifting up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA). No experience is required.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and one year of library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

**MINIMUM EXPERIENCE REQUIREMENTS**

See above

**MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Fluency in Spanish a plus. Familiarity with HTML a plus. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access).

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 16

\$946 - \$1279 Biweekly \$24,596 - \$33,254 Annually

**OPENING DATE**

February 23, 2005

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer